

**FRIENDS OF THE BARABOO PUBLIC LIBRARY  
ADVOCACY, FUNDRAISING, VOLUNTEERISM  
BOARD MEETING MINUTES**

Tuesday, September 3, 2019 - 5:30 pm - West Square Building, Room B-30

- I. **Call to order-** Meeting was called to order at 5:30 p.m. by Board President Sara Roltgen with Pat Shear as Recording Secretary. Others attending: Jessica Bergin, Lynn Harthorne, Luisa Ramos Romero and Anne Horjus. Absent was Phillip Zolper.
- II. **Review of agenda-**Under New Business: add item D. Fall Bulb Planting. Motion to approve the agenda as changed made by Jessica Bergin, seconded by Lynn Harthorne. Motion passed.
- III. **Minutes of August 6, 2019 meeting-** Motion to approve the minutes as written made by Lynn Harthorne, seconded by Jessica Bergin. Motion passed.
- IV. **Treasurer's Report-**Filed for audit.
- V. **Correspondence and new memberships-**Nothing to report.
- VI. **Standing Committee reports**
  - A. **Director's Report-**Jessica met with the city finance director and reviewed the information related to the proposed library expansion project. The next Common Council meeting will be Tuesday September 10<sup>th</sup> at 7:00. Fall programming has started at the library. Information on this year's Scarecrow parade is available at the library and is open to individuals, groups and businesses.
- VII. **Special Committee reports**
  - A. **Book Sale-**The Program Room has been reserved for the December Book Sale. There was an offer from John Bennin to supply refurbished Chromebooks for the sale. It was felt that we would not know enough about the Chromebooks to advise potential buyers. We declined with appreciation for the offer.
  - B. **Books for Newborns-**Sixty books were ordered and 54 have arrived. The other six are on backorder but should arrive soon.
- VIII. **Unfinished Business**
  - A. **Membership incentives-**Sara has been working with Tools For Marketing on window cling decals. Minute Man Press has offered to donate the printing for the Friends and Volunteer pins. Jessica reported on costs for pin supplies: \$41.00 for 100; \$60.00 for 250 and \$97.00 for 500. Motion made by Lynn Harthorne and seconded by Jessica Bergin to spend up to \$100.00 on supplies to make the pins. Motion passed. Pat will check on the cost of magnets for the pins. Lynn Harthorne will check with Golden Needle on costs for shopping/book bags.
- IX. **New Business**
  - A. **Music with Friends series-**Luisa, Lynn and Anne will coordinate this program for the 2020 events.

**B. Membership communications-**

**a. Renewals vs. annual appeal/newsletter-**We will incorporate the brochure that Sara has been working on into our annual appeal letter.

**b. Social gatherings-**Discussion on having a variety of small events for Friends members and volunteers throughout the year. We will work on a list of possible types of events and locations.

**C. Approval of disbursement requests-**

\$360.94 to DEMCO - locking DVD cabinet

\$241.38 to Ingram – Newborn books

\$576.00 to Book Page – subscription renewal

\$423.00 to Weyh's Window Cleaning – library window cleaning

**D. Fall Bulb Planting-**Jennifer Fox has offered to do spring bulb planting outside the library. Motion made by Jessica Bergin and seconded by Anne Horjus to spend up to \$200.00 for the flower bulbs. Motion passed.

**X. Next meeting: 5:30pm October 1, 2019 - West Square Building, room B-30**

**XI. Adjournment-**Motion to adjourn made by Jessica Bergin and seconded by Anne Horjus. Meeting adjourned at 6:20 p.m.

Pat Shear – Meeting Minutes Recorder  
September 3, 2019

Approved October 1, 2019